

3-14.000 SPACE MANAGEMENT

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41 C.F.R. Part 101-17, Assignment and Utilization of Space provides procedures governing the assignment and utilization of space in Federal or leased facilities under the custody and control of the General Services Administration (GSA). Authority for acquisition, relocation, alteration or release of space has been delegated to EOUSA, not United States Attorneys. To acquire, relocate, or release space requires approval of the Assistant Director, Facilities Management and Support Services, EOUSA.

Space Allocation Standards (SAS) have been approved by EOUSA and GSA, effective December 12, 1989. The standards included in this space allocation standard shall apply to all new space requests submitted after December 12, 1989, and to those pending space requirements where the lease contracting process has not yet been started and/or the amount of square footage a United States Attorney's office (USAO) is to be assigned has not yet been approved and finalized by General Services Administration (GSA). These standards shall not be applied to existing USAO space assignments unless the relocation of the entire office is planned.

Limitations: In accordance with the Comprehensive Crime Control Act of 1984 (Public Law 98-473, October 12, 1984), the following limitation applies to renovating, remodeling, furnishing, or redecorating the office of any Government employee appointed by the President:

Sec. 619. During the period in which the head of any department or agency, or any other officer or civilian employee of the Government appointed by the President of the United States, holds office, no funds may be obligated or expended in excess of \$5,000 to renovate, remodel, furnish, or redecorate the office of such department head, agency head, officer, or employee, or to purchase furniture or make improvements for any such office, unless such renovation, remodeling, furnishing, or redecoration is expressly approved by the Committees on Appropriations of the House and the Senate.

3-14.110 General Description

The office of the United States Attorney functions within the court basically as an independent law firm whose sole client is the United States Government. The United States Attorney represents the government in all cases, both civil and criminal, to which the government is a party or in which it has an interest.

Functional arrangement of the United States Attorney's space requires public access to the reception area. All perimeter space beyond this point should be secured for access of United States Attorney personnel and authorized visitors.

3-14.111 Additional Space

If a determination is made that additional office space is required, the Assistant Director, Facilities Management and Support Services Staff, Executive Office for United States Attorneys, should be contacted. Written justification for the request should be provided, addressing additional personnel authorized, overcrowded or insufficient space to house presently authorized staff, or the lack of support space.

3-14.112 Release of Space

If contacted by the General Services Administration (GSA), U.S. Courts, or others requesting the release of space or relocation of your office, please contact the Assistant Director, Facilities Management and Support Services Staff, Executive Office for United States Attorneys, immediately.

3-14.200 Parking Space

The Federal Property Management Regulations (FPMR) CFR Title 41, Chapter 101-20.104(1)(2)(3) states, "agencies should assign parking spaces in this order: severely handicapped, executive personnel working unusual hours, van/car pools, POV's used for government business 12 days per month and which qualify for reimbursement travel."

It is the general policy of the Executive Office to provide parking spaces for official government vehicles permanently assigned to the United States Attorneys' offices. Parking for employee owned vehicles will be provided whenever possible consistent with the following criteria:

1. Official Government owned or leased vehicle(s)
2. Handicapped employee(s)
3. United States Attorney
4. United States Attorney discretionary space
5. Paid Supervisory Assistant United States Attorneys only
6. Senior Litigative Counsel Attorneys
7. Administrative Officer
8. Operational space
 - District Headquarters office
 - Branch office
 - Unstaffed Branch office with frequent use justified.